

B-2:

Accounts Receivables

Date of Hire:

03/03/2010

Referral Source of Hire:

CarrerBuilder.com

of Interviewees for position and

4

Referral sources of interviewees

CarrerBuilder.com

CarrerBuilder.com

Website

CarrerBuilder.com



EEO Check List

Position: Accounts Receivable

Open date 3/5/10 **Close date** 3-4-11

<i>Responsibility</i>	<i>Description</i>	<i>Date</i>	<i>Initials</i>
Kathleen Snyder	Received notice of opening	✓	KJ
Kathleen Snyder	Prepare open file	✓	KJ
Department Head	Complete ad placement form	✓	KJ
Freddie Milton	Mail referral letters & email station Webmaster & Corp. Webmaster to post on-line	✓	KJ
Freddie Milton	Post opening on internally (Bulletin Boards)	✓	KJ
Brent Booth	Post on station web site	✓	KJ
Maggie Staneki	Post on Corporate Web Site	✓	KJ
Freddie Milton	Return completed ad placement form with copy of all ads placed attached to Kathleen	✓	KJ
Interviewer	Ensure all candidates interviewed complete application & candidate profile form	✓	KJ
Interviewer	Select candidate / review w/GM	✓	KJ
Interviewer	Complete applicant recruiting summary	✓	KJ
Interviewer	Notify candidate	✓	KJ
Interviewer	Review File w/Department Head	✓	KJ
Interviewer	Return closed EEO file which includes all resumes and applications to Kathleen	✓	KJ
Karen Wills	Review file	✓	KJ
Kathleen Snyder	Close file / remove necessary forms	✓	KJ
Kathleen Snyder	Add info to current Public File Report		
Freddie Milton	Remove job description posting from bulletin board & return to Kathleen to place in EEO file		

FORM A

Revised 2/12/10



Ad Placement CHECKLIST

Vacant Position: Accounts Receivable Clerk

Date Position Opened: 3/5/10

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

Organization

EEO LETTERS (see list on back for list of org.)

My Eyewitness News Website

NPTV Website

602 COMMUNICATIONS

TVJobs

Broadcast Engineering Magazine**

CareerBuilder

MediaRecruiter.com

Memphis Jobs

Monster.com

National Association of Black Journalists (NABJ)

National Association of Broadcasters (NAB)

National Association of Hispanic Journalists (NABJ)

Spots N Dots

Yahoo Hot Jobs

N/C

N/C

N/C

N/C

\$567/30

\$419/30

\$199/30

\$299/30

\$325/30

\$150/30

\$250/30

\$100/30

\$297/30

\$349/30

Check Source
to use

Completed



**Cost may vary depending on the length of the ad.

Karen L. Wells
Manager Signature

3/5/10
Date

Business Manager Approval

Date



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: ACCOUNTS RECEIVABLE CLERK

Department: ACCOUNTING

Reports To: BUSINESS MANAGER

REQUIREMENTS:

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT

Training & Job Skills: WILL TRAIN ON SOFTWARE USED

Experience: 2-3 YRS. ACCOUNTING EXPERIENCE

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ACCOUNTS RECEIVABLE- MULTI STATION TELEVISION COMPANY HAS A POSITION AVAILABLE FOR INDIVIDUAL WITH EXCELLENT ANALYTICAL, COMPUTER AND INTERPERSONAL SKILLS. STRONG CUSTOMER SERVICE AND ORGANIZATION SKILLS REQUIRED. WILL BE RESPONSIBLE FOR INVOICING/BILLING, CASH APPLICATIONS, CHARGBACKS, FILING AND COLLECTION CALLS. MUST BE A PROBLEM-SOLVER, TEAM PLAYER AND FLEXIBLE.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
BUSINESS MANAGER
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112

PLEASE NO PHONE CALLS

Equal Opportunity Employer

A NEWPORT TELEVISION STATION



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Accounts Receivable Clerk

ABC 24 /CW 30 is seeking a full-time Accounts Receivable Clerk. 2-3 years experience in accounts receivable. Candidate must have strong customer service and organization skills. Will be responsible for invoicing/billing, cash applications, chargebacks, filing and collection calls. Must be a problem-solver & flexible. Send cover letter and resume to:

Karen Wills ABC24/CW 30
2701 Union Ave Ext
Memphis, TN 38112
or email to HR-BusinessManager@abc24.com

No Phone Calls Please

Equal Opportunity Employer

A NEWPORT TELEVISION STATION



March 5, 2010

Mr. Curtis Rodgers
Career Center
Christian Brothers University
650 E. Parkway South
Memphis, TN. 38104

Dear Mr. Rodgers:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-11



March 5, 2010

Ms. Denita Hedgeman
LeMoyne Owen College
Career Services Office
807 Walker Ave.
Memphis TN. 38126

Dear Ms. Hedgeman:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-21



March 5, 2010

Mr. David Chamberlain
Memphis Career Center
5368 Mendenhall Mall
Memphis, TN. 38115-4505

Dear Mr. Chamberlain:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-31



March 5, 2010

Brenda Williams
Southwest Tennessee Community College
5983 Macon Cove
Farris Building Rm. 2160
Memphis, TN. 38134

Dear Ms. Williams:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-41



March 5, 2010

Tonja Baymon
Employment & Training Manager
Memphis Urban League
413 N. Cleveland
Memphis, TN. 38104

Dear Ms. Baymon:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-51



March 5, 2010

Ms. Madeleine Taylor
NAACP
588 Vance Ave.
Memphis, TN. 38126

Dear Ms. Taylor:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-61



March 5, 2010

Ms. Joyce Reed
Tennessee Labor &
Workforce Development
1295 Poplar Ave.
Memphis, TN. 38104

Dear Ms. Reed:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-71



March 5, 2010

Ms. Alisha Rose Henderson
University of Memphis
Director of Career & Development
400 Wilder Tower
Memphis, TN. 38152

Dear Ms. Henderson:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-81



March 5, 2010

Mississippi State University
Career Center
P. O. Box P
Mississippi State, MS. 39762
Attn: Scott Maynard

Dear Mr. Maynard:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

19-91



March 5, 2010

S. B. Kyle
Operation PUSH
704 S Parkway E.
Memphis, TN. 38106

Dear Mr. Kyle:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-11



March 5, 2010

Sue Crawley
Mid-South Women's Connection
2750 Darlington Cove
Memphis, TN. 38118

Dear Ms. Crawley:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-21



March 5, 2010

Felicia Lee
Tennessee Technology
550 Alabama
Memphis, TN. 38105

Dear Ms. Lee:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-41



March 5, 2010

Bobbi Oliver
Mississippi Dept. of Employment Security
P. O. Box 186
Southaven, MS 38671

Dear Bobbi Oliver:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-61



March 5, 2010

SRVS
3592 Knight Arnold
Memphis, TN. 38118
Attn: Donna Palmer – Director

Dear Ms. Palmer:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-71



March 5, 2010

Bridges, USA
477 N. Fifth Street
Memphis, TN. 38105
Attn: MaryAn Mercer
Business Development

Dear Ms. Mercer:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-81



March 5, 2010

Arkansas Department of Employment Security
Career Services Office
P. O. Box 1928
West Memphis, AR 72303
Attn: Yolanda Macklin

Dear Ms. Macklin:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-91



March 5, 2010

Kristie Johnson
UCP/Memphis Works
4189 Leroy
Memphis, TN. 38108

Dear Ms. Johnson:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-11



March 5, 2010

Memphis City Schools
Telecommunications Center
2485 Union Avenue
Memphis, TN. 38112
Attn: Evelyn McGuire

Dear Ms. McGuire:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-21



March 5, 2010

Tennessee Association of Broadcasters
2 International Plz. Dr.
Suite 507
Nashville, TN 37217-2087
Attn: Jill Green

Dear Ms. Green:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-31



March 5, 2010

Sheree Hudgins
University of Memphis
Department of Communication Arts
143 Theatre Comm. Building
Memphis, TN. 38152-3150

Dear Ms. Hudgins:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-41



March 5, 2010

Lane College
Cedric Deadmon
545 Lane Avenue
Jackson, TN. 38301

Dear Mr. Deadmon:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-51



March 5, 2010

Athens State College
Career Services
300 North Beaty Street
Athens, AL. 36511
Attn: Larry Keenum

Dear Mr. Keenum:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-61



March 5, 2010

Dr. Ralph Braseth
Student Media Center
University of Mississippi
201 Bishop
University, MS 38677

Dear Dr. Braseth:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-71



March 5, 2010

Lisa Gooden
Career Services
University of Mississippi
303 Martindale Hall
University, MS 38677

Dear Ms. Gooden:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-81



March 5, 2010

Rust College
Wayne Fiddis
Mass Communication Center
150 Rust Avenue
Holly Springs, MS 38635

Dear Mr. Fiddis:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-91



March 5, 2010

University of Memphis
Herff College of Engineering
201 Engineering Adm. Building
Memphis, TN. 38152-3170
Attn: Shelia Moses

Dear Ms. Moses:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-11



March 5, 2010

Arkansas State University
Phil Hestand
Career Services
P. O. Box 2490
State University, AR. 72467

Dear Mr. Hestand:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-21



March 5, 2010

Mississippi University for Women
Towanda Williams
Career Services
1100 College St.
W 1624
Columbus, MS 39701

Dear Ms. Williams:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-31



March 5, 2010

Northwest Community College
4975 Hwy. 51 N
Senatobia, MS 38635
Attn: Kristin Watson

Dear Ms. Watson:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-51



March 5, 2010

American Sportscasters Association
225 Broadway
New York, NY 10007
Attn: Pat Turturro

Dear Mr. Turturro:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

22-61



March 5, 2010

Jamie Palmer
Career Services
ITT Technical Institute
7260 Goodlett Farms Parkway
Cordova, TN 38016

Dear Ms. Palmer:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

22-71



March 5, 2010

Remington College Memphis Campus
2710 Nonconnah Blvd.
Memphis, TN 38132
Attn: Angela Poole
Career Services Representative

Dear Ms. Poole:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

22-81



March 10, 2010

Rhodes College
2000 North Parkway
Memphis, TN 38112-1690
Attn: Amy Oakes
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Accounts Receivable Clerk
Executive Producer

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

22-91

*Internal
Ad*



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: ACCOUNTS RECEIVABLE CLERK

Department: ACCOUNTING

Reports To: BUSINESS MANAGER

REQUIREMENTS:

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT

Training & Job Skills: WILL TRAIN ON SOFTWARE USED

Experience: 2-3 YRS. ACCOUNTING EXPERIENCE

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ACCOUNTS RECEIVABLE- MULTI STATION TELEVISION COMPANY HAS A POSITION AVAILABLE FOR INDIVIDUAL WITH EXCELLENT ANALYTICAL, COMPUTER AND INTERPERSONAL SKILLS. STRONG CUSTOMER SERVICE AND ORGANIZATION SKILLS REQUIRED. WILL BE RESPONSIBLE FOR INVOICING/BILLING, CASH APPLICATIONS, CHARGBACKS, FILING AND COLLECTION CALLS. MUST BE A PROBLEM-SOLVER, TEAM PLAYER AND FLEXIBLE.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC • BUSINESS MANAGER • 2701 UNION AVE. EXT.
MEMPHIS, TN. 38112

PLEASE NO PHONE CALLS

NUMBER OF EMPLOYEES HOLDING THIS POSITION IF ALL OPENINGS ARE FILLED? -1-

Newport Television, LLC • 2701 Union Ave. Ext. • Memphis, TN. 38112 • 901-323-2430

This station is an Equal Opportunity Employer. Any job applicants who believe they have been discriminated against because of race, color, religion, national origin, sex, age, or physical disability, may notify the Federal Communication in Washington, D.C. 20054 or other appropriate state or local agency.

A NEWPORT TELEVISION STATION

FRONT DESK



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: ACCOUNTS RECEIVABLE CLERK

Department: ACCOUNTING

Reports To: BUSINESS MANAGER

REQUIREMENTS:

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT

Training & Job Skills: WILL TRAIN ON SOFTWARE USED

Experience: 2-3 YRS. ACCOUNTING EXPERIENCE

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ACCOUNTS RECEIVABLE- MULTI STATION TELEVISION COMPANY HAS A POSITION AVAILABLE FOR INDIVIDUAL WITH EXCELLENT ANALYTICAL, COMPUTER AND INTERPERSONAL SKILLS. STRONG CUSTOMER SERVICE AND ORGANIZATION SKILLS REQUIRED. WILL BE RESPONSIBLE FOR INVOICING/BILLING, CASH APPLICATIONS, CHARGBACKS, FILING AND COLLECTION CALLS. MUST BE A PROBLEM-SOLVER, TEAM PLAYER AND FLEXIBLE.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
BUSINESS MANAGER
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112

PLEASE NO PHONE CALLS

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 3/05/2010

CLOSED: 3-28-2010 ³¹

Hired: Kimberly Taylor



**NEWPORT TELEVISION
WPTY/WLMT/WJKT**

Job Title: ACCOUNTS RECEIVABLE CLERK

Department: ACCOUNTING

Reports To: BUSINESS MANAGER

REQUIREMENTS:

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT

Training & Job Skills: WILL TRAIN ON SOFTWARE USED

Experience: 2-3 YRS. ACCOUNTING EXPERIENCE

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ACCOUNTS RECEIVABLE- MULTI STATION TELEVISION COMPANY HAS A POSITION AVAILABLE FOR INDIVIDUAL WITH EXCELLENT ANALYTICAL, COMPUTER AND INTERPERSONAL SKILLS. STRONG CUSTOMER SERVICE AND ORGANIZATION SKILLS REQUIRED. WILL BE RESPONSIBLE FOR INVOICING/BILLING, CASH APPLICATIONS, CHARGBACKS, FILING AND COLLECTION CALLS. MUST BE A PROBLEM-SOLVER, TEAM PLAYER AND FLEXIBLE.

**PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
BUSINESS MANAGER
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112**

PLEASE NO PHONE CALLS

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 3/05/2010

CLOSED:



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: ACCOUNTS RECEIVABLE CLERK

Department: ACCOUNTING

Reports To: BUSINESS MANAGER

REQUIREMENTS:

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT

Training & Job Skills: WILL TRAIN ON SOFTWARE USED

Experience: 2-3 YRS. ACCOUNTING EXPERIENCE

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ACCOUNTS RECEIVABLE- MULTI STATION TELEVISION COMPANY HAS A POSITION AVAILABLE FOR INDIVIDUAL WITH EXCELLENT ANALYTICAL, COMPUTER AND INTERPERSONAL SKILLS. STRONG CUSTOMER SERVICE AND ORGANIZATION SKILLS REQUIRED. WILL BE RESPONSIBLE FOR INVOICING/BILLING, CASH APPLICATIONS, CHARGBACKS, FILING AND COLLECTION CALLS. MUST BE A PROBLEM-SOLVER, TEAM PLAYER AND FLEXIBLE.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
BUSINESS MANAGER
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112

PLEASE NO PHONE CALLS

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 3/05/2010

CLOSED:



**NEWPORT TELEVISION
WPTY/WLMT/WJKT**

Job Title: ACCOUNTS RECEIVABLE CLERK

Department: ACCOUNTING

Reports To: BUSINESS MANAGER

REQUIREMENTS:

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT

Training & Job Skills: WILL TRAIN ON SOFTWARE USED

Experience: 2-3 YRS. ACCOUNTING EXPERIENCE

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ACCOUNTS RECEIVABLE- MULTI STATION TELEVISION COMPANY HAS A POSITION AVAILABLE FOR INDIVIDUAL WITH EXCELLENT ANALYTICAL, COMPUTER AND INTERPERSONAL SKILLS. STRONG CUSTOMER SERVICE AND ORGANIZATION SKILLS REQUIRED. WILL BE RESPONSIBLE FOR INVOICING/BILLING, CASH APPLICATIONS, CHARGBACKS, FILING AND COLLECTION CALLS. MUST BE A PROBLEM-SOLVER, TEAM PLAYER AND FLEXIBLE.

**PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
BUSINESS MANAGER
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112**

PLEASE NO PHONE CALLS

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 3/05/2010

CLOSED:

Accounts Receivable Clerk - Memphis, TN

Last Update: 10:52 am

Accounts Receivable Clerk

ABC 24 /CW 30 is seeking a full-time Accounts Receivable Clerk. Applicants should have at least 2-3 years experience in accounts receivable, with strong customer service and organizational skills. The successful candidate must also be an excellent problem-solver and flexibility is essential. This position will be responsible for invoicing, billing, cash applications, chargebacks, filing and collection calls.

Interested parties may send cover letter and resume to:

Karen Wills ABC24/CW 30
2701 Union Ave Ext
Memphis, TN 38112
or email to HR-BusinessManager@abc24.com

NO PHONE CALLS PLEASE

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Accounts Receivable Clerk

Last Update: 3/08 2:53 pm

ABC 24 /CW 30 is seeking a full-time Accounts Receivable Clerk. 2-3 years experience in accounts receivable. Candidate must have strong customer service and organization skills. Will be responsible for invoicing/billing, cash applications, chargebacks, filing and collection calls. Must be a problem-solver & flexible.

Send cover letter and resume to:

Karen Wills ABC24/CW 30
2701 Union Ave Ext
Memphis, TN 38112
or email to HR-BusinessManager@abc24.com
No Phone Calls Please

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*External
Ad*



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Accounts Receivable Clerk

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Accounts Receivable Clerk Newport Television

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Job Snapshot

Location:	2701 Union Avenue Ext Memphis, TN 38112
Employee Type:	Full-Time
Industry:	Broadcasting - Radio - TV
Manages Others:	No
Job Type:	Accounting
Education:	High School
Experience:	2 to 3 years
Post Date:	3/5/2010

Contact Information

Contact:	Karen Wills
Phone:	901-323-2430
Fax:	901-323-9503

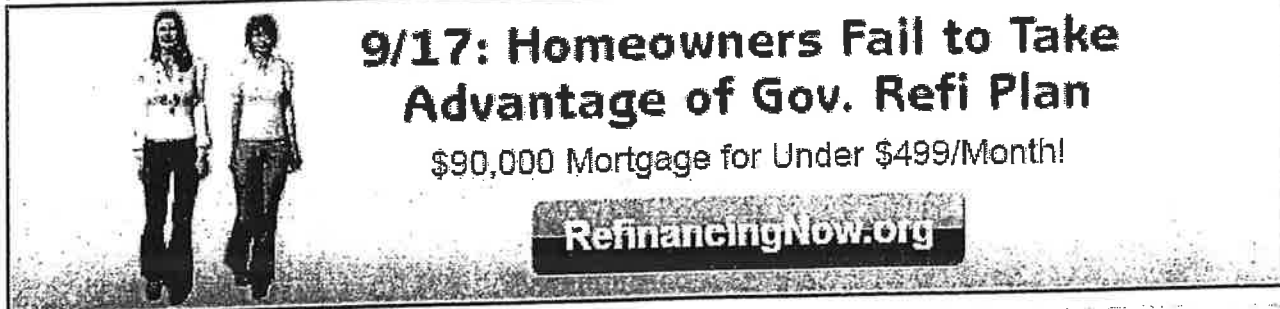
Description

ABC 24 /CW 30 is seeking a full-time Accounts Receivable Clerk. Candidate must have strong customer service and organization skills. Will be responsible for invoicing/billing, cash applications, chargebacks, filing and collection calls. Must be a problem-solver & flexible. Send cover letter and resume to:

Karen Wills ABC24/CW 30

2701 Union Ave Ext

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Requirements 2-3 years experience in accounts receivable.

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Review Job Ad

Job Summary

Your job will appear in search results as shown below:

Job Title	Company Name	Location	Date
Accounts Receivable Clerk	Newport Television	Memphis, TN 38112	Mar 05

Job Detail

Job detail will appear as shown below:

Accounts Receivable Clerk

Date Posted: March 05, 201

Job Id:	
Position Type:	Full-Time, Employee
Company Name:	Newport Television
Location:	Memphis, TN 38112
Hourly Salary:	Unspecified
Date Posted:	Not yet posted
Experience Level:	2-5 Years
Education Level:	High School (HS) Preferred
Travel Amount:	Negligible

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Memphis, TN 38112

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Your Job Has Now Been Posted

Posted: 05 Mar 10, 21:22 GMT Your job will be active on Yahoo! HotJobs for 30 days. You may edit the job description any time.

Job Posted: Accounts Receivable Clerk
Location: Memphis, TN
Expiration Date: 04 Apr 10
Posted by: Freddie Milton (fmilton@abc24.com)

One Job Post Used: All Access



March 5, 2010

University of Arkansas
ADMN 222
Fayetteville, AR. 72701
Carol Jones – Coordinator Recruiting

Dear Ms. Jones:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-41



March 5, 2010

Sheila Easterling
Professional Women's Network
930 University Street
Memphis, TN. 38107

Dear Ms. Easterling:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-51



March 5, 2010

Gwen Sneed
Memphis Association of Black Journalist
704 S. Parkway E.
Memphis, TN. 38106

Dear Ms. Sneed:

The attached information describes the job opening for the following position:

Accounts Receivable Clerk

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

20-31